



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of Parish Council Meeting Wednesday 9th September 2020

Note; On 4 April 2020, the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely. This meeting was held remotely using the Zoom application.

Present: Cllr R Orr-Ewing (Chair), Cllr M Burrows, Cllr V Carse, Cllr M Doney, Cllr C Saunders (part), Cllr J Sutton, J Boggis (Clerk).

Open Forum Cllr N Brooks. Cllr R Smith joined later. No Parishioners present.

- **District Councillor Report; Cllr N Brooks.** Cllr Brooks gave an overview of ESC activities.
 - Leisure Centres. Leisure Centres in East Suffolk are now open following the Covid-19 shut down and some refurbishment work. Bungay (soon to be Waveney Valley Leisure Centre) will be opening its swimming pool following refurbishment in October 2020. The Water Lane Centre in Lowestoft remains closed due to refurbishment but is due to open in early 2021.
 - The new Civil Parking Enforcement (CPE) roll out has started. One of the changes is the range of charges / fine prices, this was 50 but has been reduced to 4 with 70% of the charges frozen. There will be 30 minute free parking in most carparks. It is planned to use an 'app' to book tickets which is why there are delay in the rollout as all the agencies need to work together to get the new systems up and running
 - There was a Special Council Meeting to discuss Sizewell C and although no decision was taken the officers are working through the vast amount of information submitted by EDF. ESC are going to ask that the start of the process is delayed until January 2021 due to other consultations running in the area namely the windfarms off the east coast. ESC are looking to get the best deal possible via mitigation from EDF. There is a cabinet meeting later in the week to discuss in more detail.
 - Three beaches in ESC district have been awarded the Keep Britain Tidy award and one the Blue Flag award. These are important awards in the context of attracting tourism.
 - ESC are still moving ahead with their Smart Towns initiative where there will be free Wi-fi in 12 towns in the district. This will be rolled out in the next 12 months.

The Clerk asked about Sizewell C. Do ESC have to provide a relevant representation? Cllr Brooks responded ESC are a consultee

The Chair asked if the 'app' would be available at all ESC carparks. Cllr Brooks responded yes and there was no admin charge. However if you used the reminder option there was a charge.

Parish Council Meeting

20/67. Agree the Agenda

The Clerk pointed out an error in item 20/70. The date should read 8th July.

All Agreed

20/68. To receive Declarations of Interest / Dispensation on any matters on the agenda
Cllr Saunders – Sizewell C – Non Pecuniary.

20/69. To note and agree apologies for absence
Cllr Boggis – Unwell - **Agreed**

20/70. Approve Minutes of Parish Council meeting held on 15th May 2020 – Should be 8th July 2020
Proposal – Accept minutes for 8th July 2020 meeting as presented.

All Agreed

20/71. Approve Minutes of Special Parish Council meeting held on 3rd August 2020

Proposal – Accept minutes for 3rd August 2020 meeting as presented.

All Agreed

20/72. Approve Minutes of Special Parish Council meeting held on 2nd September 2020

Cllr Doney asked the date of the Village Hall meeting be updated to 22nd September

All Agreed

Proposal – Accept minutes for 2nd September 2020 meeting as modified.

All Agreed

Proposal - Chair to sign minutes approved above after the meeting. Date to be agreed.

All Agreed

20/73. Discuss, Agree and Adopt Updated Standing Orders.

The Clerk presented the changes, mostly minor and monetary value changes to remain in line with legislation. Councillors agreed changes

Proposal – Adopt updated Standing Orders

All Agreed

20/74. To receive the Clerk's Report

The Clerk report the grit bin for Priory Road had been ordered.

Proposal – Accept Clerks Report as presented

All Agreed

20/75. To receive the report from the planning advisory group

- To consider any planning applications received by 9th September 2020 and determine the Councils attitude to them.

The Clerk gave the report in the absence of Cllr Boggis.

Application No.	Date rec'd	Location	Proposal
DC/20/3151/DRC	20/8/2020	Creek Cabin Reydon Road Blythburgh	Discharge of Condition(s) 15 on planning permission DC/15/3275/FUL

This was for information only and related to the discharge of conditions relating to flood emergency plan. The Planners had presented to the Coastal Management Team as a consultee but they responded it was too far inland and should be the Environment Agency as consultee.

Application No.	Date rec'd	Location	Proposal
DC/20/3291/FUL	2/9/2020	Village Hall Station Road Blythburgh Suffolk IP19 9LN	Installation of additional storage for Blythburgh Village Hall and Blythburgh Parish Council

As the applicant for this planning application was the Parish Council no response was needed

Application No.	Date rec'd	Location	Proposal
DC/20/3142/FUL	8/9/2020	High Lodge Leisure Darsham Road Hinton Blythburgh Saxmundham Suffolk	Redevelopment of golf course and vacant paddock land for the siting of 170 holiday lodges, 3 tree houses, new Facilities Building, Maintenance and Housekeeping Building, car parking and associated highway works
DC/20/3484/TCA	8/9/2020	Marsh End Church Road Blythburgh Suffolk	All proposed work is to keep trees at a manageable size, excluding T6: T1- Tamarix,. T2- Hawthorn, T3- Lawsons Cyprus,. T4- Liquidamber- T5- Walnut, T6- Oak, remove due to suspected colonization of armillaria and close proximity to out buildings. T7- Sycamore, reduce height to approx. 4m

The above application had arrived too late for discussion at this meeting and a special meeting would be required for the High Lodge proposal.

Initials _____ (Chair of meeting)

Finally for information the Business and Planning Act 2020 received Royal Assent on 22nd July 2020. This act allows for vacant and redundant free standing building to be demolished and replaced by residential units and permitted development for home owners to extend upward to 2 storeys.

20/76. To receive the report from the Responsible Finance Officer

- Income received since last meeting;
None
- Current Financial Position

06-Sep-20	Clerk PAYE	Subscriptions	Insurance & Audits	Maintenance	Cllr Expenses	Training	Misc.	Donations (section 137)	Outgoing (Totals)	Income To Date
Budget	£2,059.99	£333.08	£1,954.55	£2,261.62	£320.00	£400.00	£250.00	£150.00	£7,729.24	
Spend to date	£504.90	£143.79	£80.00	£65.00	£61.60	£30.00	£109.20	£0.00	£994.49	£8,419.59
Remainder	£1,555.09	£189.29	£1,874.55	£2,196.62	£258.40	£370.00	£140.80	£150.00	£6,734.75	
Project - CCTV		£1,567.20								
Project - Village Hall Storage Shed		£1,500.00								
Reserve Funds		Allocation			TOTAL Spend to date Including Project Spend =					£1,917.58
General - Precept Reserve		£3,975.00								
Village Hall maintenance		£2,000.00								
Village Hall Driveway		£1,000.00								
Playsite Update		£2,000.00								
Election		£1,000.00								
Defibrillator maintenance		£452.91	New Pads							
Blythburgh Day (earmarked)		£684.25								
CIL Payments		£2,940.23	Payment r'xd	Grass Cutting May & June, VAS Repair						
Total		£14,052.39								

Unpresented Cheques at 27th August 2020

Total Value £135.00

Invoices for payment at this meeting (To be agreed)

Total Value £1917.43

BALANCE £17290.39

- Discuss and agree any payments required of the Council.
 - Storage Shed Planning Application £142.00
 - Maps for planning application £10.20 + £15.60 £25.80
 - Honour Board lettering £10.95
 - PAYE Q2 Clerk £403.90
 - HMRC £101.00
 - Bus Shelter Cleaning – 29/6/2020 to 27/9/2020 £65.00
 - Parish Council Insurance £484.12
 - Clerk Expenses - 12/9/2019 to 9/9/2020 £30.76
 - SCC Traffic Survey £654.00
 - Grit Bin £131.69

Proposal – Payments listed above, required of the Council, approved

All Agreed

20/77. Internal Audit Report

- Discuss and agree way forward
 - The Clerk presented the Internal Audit Report. The Councillors discussed the recommendations and agreed 1 & 2 had been addressed and 3 would be addressed.
 - Discuss and agree if 'Fit for Purpose'
 - The Councillors discussed the range of the report and agreed it gave a thorough examination of the Parish Council processes
 - Proposal – Internal Audit 'fit for purpose'
- All Agreed**
- Discuss and agree Appointment of Internal Auditor going forward
 - Proposal – Appoint Heelis & Lodge as internal Auditors for 2020/21
- All Agreed**

Initials _____ (Chair of meeting)

20/78. Recruitment of new Clerk

The Clerk reported he had agreed an e-mail with the Chair that was sent to the neighbouring Parish Council Clerks. The Clerk reported he had sent an advertisement to SALC which was now on their webpage and had put a poster in the notice boards. The Clerk also discussed a job description he had for the Clerks role.

Proposal – Send job description to Chair

All Agreed

20/79. Village Hall Management – Discuss and agree next actions

The Chair reported that he had been unable to connect with the CAS expert but would continue to try. The key questions were; can the AGM be held remotely? Can the AGM be held with Trustees meeting face to face but parishioners have to join remotely? Can the Chair vote via proxy?

Proposal – Chair to chase CAS for answers and then inform councillors

All Agreed

20/80. Village Hall repairs and external decoration

The Chair reported he had looked under the Hall at the floor joists and it all looked sound. He suggested the floor issue could be the thickness of the floor boards. He emphasised the need to decorate the exterior and had a quotation from the Chair of the Trustees for £2300. Other repairs could be left for now.

The company who have a contract to monitor the emergency lighting had raised issues with lights needing repairing and had recommended new key switching. This would all cost £400

Proposal – Cllr Orr-Ewing to contact company about emergency lighting

All Agreed

20/81. Village Hall Storage Shed.

The Clerk reported the Planning application had been submitted and the Council would have to await the outcome. On the shed itself the Clerk reported he had looked it up and discovered delivery time was 22-25 weeks

Proposal – Clerk to check if the company offer a full refund on cancellation policy.

All Agreed

20/82. Village Hall Driveway / Footpath – Update.

The Clerk reported he had not received a formal updated quotation from Duncan & Son.

Cllr Sutton made the suggestion that as a short term action the stones could be swept away to leave the type 1 surface which should be adequate for push chairs and wheel chairs. The Councillors supported this idea.

Proposal – Councillors to agree date to meet and clear stones

All Agreed

20/83. Sizewell C.

- Discuss and Agreed Relevant Representation

The Clerk presented the proposed document to the council. There was some discussion about the detail and whether more could be added. The council agreed to support the document.

Proposal – Councillors to agree relevant representation

Agreed – Cllr Saunders abstained

- Agree Delegated Authority to respond to Planning Inspectorate

The Clerk reported the advice given by Planning Aid England

Proposal – Cllr Boggis given delegated authority to respond to Planning inspectorate without council approval if timescales required it

Agreed – Cllr Saunders abstained

20/84. Playsite maintenance.

Initials _____ (Chair of meeting)

Cllr Carse expressed frustration than having reported faults with the playsite when she inspected 2 months later these had not changed. She believed the playsite was in a poor state and did not understand how changes are made. She could not see the point of the visual inspection if there was no action. The following discussion agreed with these sentiments and the councillors discussed a tidy up of the playsite and then a survey be undertaken as to its use.

Proposal – Cllr Carse to arrange survey on playsite usage

All Agreed

Cllr Smith joined the meeting at this point. The Chair invited Cllr Smith to give his report.

Cllr Smith started by stating he was encouraging Parish Councils to meet face to face and listed those in his ward that had. He then went into his report

- Sizewell C. Nothing new to report

- Meeting with Public Health Director on 4th September. The Director stated that there had been 37 cases of Covid-19 reported in the proceeding 10 days which was more than the 20 expected. The reasons suggested were there was more testing being carried out and the 20-39 age group, where the biggest changes are being seen, are socialising and travelling more. Currently there a few cases in the care homes and the focus has changed to schools and businesses. The good news was that these are few hospital admissions and a very low use of ventilators. As the number of tests increase, by use of mobile and at home testing, the local testing laboratory is struggling and under pressure. Contact tracing runs from 8am to 8pm daily.

- Covid-19 Costs. The anticipated spend by SCC on Covid-19 related issue is an unbudgeted £64.1M, lower than reported at the last meeting. The government has promised a grant of £53.8M leaving a short fall of £11.3M

- Cllr Smith finished on a complaint he had received from a Blythburgh Parishioner. They had reported incidents of ‘dogging’ in the area. Cllr Smith reported he thought this was a Police matter but believed the Police were reluctant to get involved. Blythburgh Councillors reported they were unaware of such activity in Blythburgh but were aware that it occurred in neighbouring parishes.

Cllr Carse asked if there was an update on the proposed changes to the Water Tower junction. Cllr Smith reported it would happen this financial year but he had no date as to when.

Cllr Doney raised the traffic issue on the B1125 and asked if the Parish Council raised the necessary funds would they be allowed to make any changes to the B1125. Cllr Smith felt that having the funds available would help but a very strong case would be needed to prove the changes were required.

20/85. Website Accessibility.

The Clerk reported on training he had attended and the requirement for the Parish Council website to be accessible by the 23rd September 2020. The Clerk reported the first stage was to carry out an assessment of the website and that an Accessibility statement was required before 23rd September.

Proposal – Clerk to contact CAS to ask the cost of carrying out an accessibility audit and scan

All Agreed

20/86. Recycling Area, Surveillance Camera;

The Clerk reported no action had been taken

Proposal – Arrange for demonstration of the system to show number plates could be read

All Agreed

20/87. Coronavirus Helpline – Update.

Cllr Carse there was very little activity. She did report the medicines from the Reydon Surgery were still be distributed on a weekly basis.

Initials _____ (Chair of meeting)

20/88. Vehicle Activated Speed Sign.

Cllr Orr-Ewing reported that although anecdotally the traffic was much worse this year on average it was much the same as last year. The key difference was there were some days where the level were very high. Currently both devices are on Dunwich Road which will give a great chance to compare the VAS results with those from the Suffolk Highways survey.

20/89. Speedwatch.

Cllr Sutton reported speedwatch was functioning well. The group are looking to vary the times of their activities so people don't expect them to be monitoring at set times and days. Recent monitoring showed 22 people speeding in a 30 minute period with the highest 61mph. Cllr Sutton reported the focus of the activities is the A12 as when monitoring on the Dunwich Road they only recorded 1 or 2 cars speeding per 30 minute session.

20/90. Traffic management on Angel Lane/Dunwich Road.

Cllr Doney reported this was covered in the question to and following discussion with Cllr Smith. He added that the appearance of potholes in Dunwich Road may effect the survey results from a speed perspective.

20/91. Verges Planting.

Cllr Orr-Ewing to group had received a £450 grant from the Blythburgh Latitude Trust. Part of the plan was to install water butts at the bus shelters.

Proposal – Verge Planting group to fix guttering and align water butts to Bus Shelters

All Agreed

The group had planned to plant bulbs but this will be delayed due to shortage of funds and that it was getting too late to plant them.

20/92. Correspondence.

- Environment Agency; Sizewell B: application to change its existing radioactive substances permit. Councillors discussed and agreed not to comment.
- Environment Agency; Sizewell C environmental permit applications consultation. Councillors discussed and agreed not to comment.
- NALC; Planning consultations. There were three areas to respond to; 1 - Changes to current system, looking at local housing needs and securing first homes; 2 - Planning for the future, effectively making it easier to build; 3 – Transparency and competition, a call for evidence on data on land control. The councillors discussed and agreed not to comment.

20/93. To discuss any other matter the Chair will allow

- The Chair raised the resignation of the Clerk.
The Parish Council wishes to express it's sadness at the departure of Jim Boggis who has served as Clerk for 14 years. We also wish to express our gratitude for all the work he has done in steering the Council through the various legal, procedural and financial hoops through which we are obliged to jump. He has done this with a quiet good humour that has made the business of the Council much easier to conduct. We wish him well in the future and thank him for all he has done in the past.

Meeting closed at 9.12pm

These minutes are confirmed as an accurate record of proceedings of the meeting held remotely via the Zoom application on Wednesday 9th September 2020

Signed (Chair) _____ Dated _____

Initials _____ (Chair of meeting)